

POSITION: **TMCC Board of Directors Secretary**

Opening Date: 2/1/21

Closing Date: Open until filled

Salary: \$200 per meeting

 \$300 for all day meeting

 \$100 (minimum) for special meeting

ACCOUNTABLE TO: **Turtle Mountain Community College Board of Directors**

SUMMARY OF WORK: The Board Secretary shall keep all records of all meetings of the Turtle Mountain Community College Board of Directors and shall have charge of all papers, and, in general, perform all duties applicable to such office. The Board Secretary shall take minutes of all regular and special meetings of the Board of Directors.

DUTIES AND RESPONSIBILITIES OF THE SECRETARY OF THE BOARD

1. To record attendance and maintain all minutes and pertinent records of all meetings; including committee reports.
2. To ensure the accuracy, timeliness and storage of all board documentation in one central physical location, along with electronic location (BoardDocs).
3. To coordinate with the Board Chair and the College President in all internal and external official correspondence, regarding by-laws, agendas, and any other communication necessary to perform the duties of the Board of Directors.
4. To provide a copy, electronically or otherwise, of all agendas, notices of meetings, minutes of meetings, committee reports, and other official reports of the Board of Trustees, other than those relating to grievances / concerns of any member of the Board of Directors, to the Secretary of the Board of Directors for distribution to the Board of Directors.
5. To assist in the preparation of all reports.
6. To keep track of the terms of all members and officers of the Board of Trustees and the Board of Directors, including the date of appointment of the specific Board member or election as a Board officer, the number of terms served by the Board member and the number of terms served as an officer of each Board member, if any, the date of expiration of the term of each Board member, as applicable, and the date of expiration of the term of any office held by any Board member.
7. To be responsible for the written or electronic notification of all appropriate parties regarding the regular and special meetings of the Board.
8. To prepare the Board Room or other appropriate accommodations before and after each meeting of the Board or an of its committees.
9. To have custody of the official Seal of the Corporation, to affix it to official documents, if necessary, and to attest to any signature of an officer of the Board or a senior administrative official of the College.
10. To prepare and maintain for the Board in an indexed compilation of all bylaws and amendments thereto; and a copy of all policies of the Board and all amendments thereto, the whole of which shall be known as the Policies of the Board of Directors of the Turtle Mountain Community College.
11. To notify the appropriate TMCC administration of the adoption of the bylaw changes.

12. To inform the Board of any communications which require consideration and action by the Board.
13. To file such public notices of Board actions as may be required by statute, bylaws, resolutions of the Board or other applicable law.
14. To complete all travel arrangements for any travel which pertains to board members.
15. To submit all Board purchase requisitions.
16. To create a calendar of the Board activities for the year such as the following: self-evaluation, the Secretary evaluation, and annual BOD opening
17. To notify Board Chairman and President when an agenda item from the calendar is coming up to ensure it gets put on the agenda in the appropriate month.
18. To perform such other duties as may be assigned by the President of the College, the Board or as required by law.

To Apply:

To be considered for open positions at TMCC, prospective applicants must submit an Application for Employment, cover letter, curriculum vitae and/or resume, college transcripts, three current (within 1 year) letters of reference, and, if applicable, enrollment documentation from a federally recognized tribe and/or Veteran's preference.

The packet will be determined to be incomplete if any required documents are missing; thus the application will not be considered.

All completed applications must be submitted to the Human Resource Manager who will determine which applicants meet qualification requirements per vacancy announcement. Applications can be submitted in person, via email (hcahill@tm.edu), faxed (701-477-7870) or mailed (Human Resources, PO Box 340, Belcourt, ND 58316).